**St. Timothy Health and Safety Protocols for Renewing Traditional Schooling**

General Objectives:

1. To provide an environment that is as safe and healthy as possible for our students, faculty and staff and families.
2. To provide social distancing within each grade as much as possible.
3. To sequester each individual grade from other grades, greatly reducing interactions among various grade levels.

Masks vs Face Shields:

-Masks will be required for everybody entering the school property (all students and adults). While we are recommending masks over face shields, families that feel that face shields are better for their children are able to purchase face shields after consultation with the principal.

-ALL adults (faculty, staff and volunteers) must wear masks at all times unless they are alone in a separate room.

-All K-8th grade students must wear masks (or face shields) at all times when they are in the hallways.

-All K-8th grade students must wear masks (or face shields) at all times when they are in their classrooms.

-Limited exceptions will be in place for students who struggle with wearing a mask (special needs students, etc.)

-Families should purchase at least two face masks (or shields) for each child, the child’s name needs to be written on the mask (or shield) and the face masks need to be washed on a regular basis.

Start/EndTime:

-School will begin at 7:45 a.m. (the extra 15 minutes each day will be used for all of the procedural guidelines that we will have to cover). School ends at 2:30 p.m.

Parent Checklist:

-Parents are expected to do a self-check for their child before coming to school every day using a Covid-19 checklist. It is imperative that if a student has symptoms (especially fever and/or cough), the student stays home for at least 72 symptom free hours without the use of fever-reducing or other medication. Students will be able to complete their classroom work online at home.

Student Arrival:

-Each grade will enter in a separate door and will proceed to their designated areas wearing masks:

K: K and old 1st grade back doors to playground

1: old 2nd grade back doors to playground

2: old 3rd grade back doors to playground

3: cafeteria doors

4: 4th grade back doors to playground

5: 5th grade back doors to playground

6: front door to school

7: church entrance

8: back library door

-All students will immediately have his/her temperature taken to make sure that it is lower than 100 degrees. If the temperature is greater than 100 degrees, the student will be sent to the office and stationed in our separation space (directly outside our office). The separation space has a curtain that can be opened and closed to check on the student but also keep the student isolated from the remaining school population.

School Start:

Monday, August 31st: Half of each grade will come this day. We will spend the majority of the day going over procedures, practicing these procedures as well.

Tuesday, September 1st: the other half of each grade will attend. We will spend the majority of the day going over procedures, practicing these procedures as well.

Wednesday, September 2nd: ALL students will attend school OR we will use the next two days as similar days to August 31st and Sept. 1st. Further information will follow as we get closer to the start of school.

Student Classrooms:

-Our goal is to provide at least 6 feet distance between each students’ desk

-K-8 will have dividers on their desks as well to protect the individual student

- Due to the size of some classes, the following rooms will be used to house the students:

K: K and old 1st grade room (two rooms)

1: old 2nd grade room

2: old 3rd grade room

3: cafeteria

4: 4th grade room

5: 5th grade room

6: gym

7: Mr. Miller and old Stream room

8: library

-Students will NOT leave their classrooms to go to other classes, but teachers will move from classroom to classroom. This includes the content classes (Religion, Social Studies, Science, Math and Language Arts) and the special classes (Art/Stream, Health/PE and Music)

-We are looking into possibly purchasing a plasma air addition to our heating and cooling system that will allow for the killing of germs and air circulation to extensively improve the quality of air inside the school. Plasma is placed into the classroom air and kills the germs in the air on contact. This system is not only good for Covid-19 but also the flu and even allergies!

-There will also be opportunities to replenish fresh air by opening the windows during down times every day.

Personal Belongings:

-Students in grades K-5 will place all of their personal belongings by their side (book bags, coats, etc.)

-The 7th grade class will use lockers while the 8th grade will leave their personal belongings in the library (their classroom) and the 6th grade will leave their personal belongings in the gym.

Restroom:

-Toilets will be used and each of the main restrooms (boys/girls middle school, K-5 boys/girls and men and women church bathrooms) will have ONE touchless sink. The other sinks in those restrooms will NOT be used.

-Hand dryers will NOT be used but students will use paper towels.

-Each class will have designated times (probably 30 minute increments) to use the middle school restroom (6-8th), lower hall restroom (k-2, 4-5) and church bathroom (3rd grade). Classes during their designated time will dismiss one student at a time. The next student will go to the restroom when the previous student comes back.

-If students from other grades need to use the restroom outside of their designated time, they will be directed to other bathrooms that will be designated as secondary bathrooms. These secondary bathrooms will be:

6-8th: nurse’s room and church bathrooms

K-5: old small reading room and math tutor room if the room not being used

-No more than one student will be allowed in the bathroom at all times and students must wear masks.

Water Fountains:

-Water fountains will be available for students but the actual faucets on the fountain will not be available. Students will be required to bring their own water bottles. We are purchasing water bottle fill-up attachments to the water fountains so students will just fill up their water bottles. Three water bottle retrofits will be installed on the following water fountains (one each in the lower hall, middle school and church hallway). The other water fountains will have tape covering them to let the students know it is NOT to be used.

Lunch:

-Students will NOT eat in the cafeteria but will eat in their classrooms.

-At this time, we are planning on providing lunch to students who wish to purchase lunch.

-The lunches will be HOT or COLD (at this time, we are unsure)

-Lunches will be pre-boxed with a Reynolds wrap covering and will be delivered to the classes.

-Second portions will not be provided

-Students do not have to wear masks during lunch.

Afternoon Recess:

-Recess will only be outside, NOT inside

-6-8th will NOT have a recess but teachers will be encouraged to take the students outside when time allows to have supervised play and/or stretching activities.

-3-5: will have 20-25 minutes of recess (they will be separated/sequestered from each class) and encouraged to be socially distant.

-K-2: will have 20-25 minutes of recess (they will be separated/sequestered from each class) and encouraged to be socially distant.

-each class will enter and exit their class by their back playground door (one class at a time)

-Each class will have designated balls and toys just for their class. These toys and balls will be cleaned after each recess.

Morning Recess:

-K-4th grades will have 15 minute recess outside by themselves. The schedules will be staggered and one teacher will be with the students.

Library:

-This room will be used as a classroom

-Mrs. Jordan will take books to each classroom for students to “check-out” on a cart

-Once returned, these books will be quarantined for 72 hours before being placed back in the library.

Art and Stream Class:

-Mrs. Cover will go from classroom to classroom

-Each student will use their own crayons, pencils and colored pencils (supplies will NOT be shared).

Music Class:

-Mrs. Babjak will go from classroom to classroom unless she can take them outside.

-Singing will be prohibited unless they can go outside and be socially distant.

PE/Health Class:

-traditionally, Health class is taught for a full quarter and Physical Education is taught for almost three quarters.

-Now, on any PE/Health day where the weather is more than 25 degrees and the grounds are usable (no ice, inclement weather, etc.), classes will go outside and have PE

-Only one class is scheduled for PE/Health at one time so there is no chance there will be two PE classes outside.

-On PE/Health days when it is not feasible to go outside (less than 25 degrees and/or the grounds are unusable), Health will be taught in the individual classroom.

School Mass:

-At the most, two classes will attend Mass each day being socially distant. We are unsure if two separate classes will attend Mass on M-F (so every class attends Mass once a week) or if two classes will attend on a Wednesday (and therefore classes will only attend Mass once a month). This has to be worked out with Father David Poliafico.

Technology Lab:

-The lab will NOT be used this year due to its size

-Students will be allowed to bring their own technology device to use at school to free up devices for others

- We will make every accommodation to ensure tech devices are not used by more than one student; however, every device will be property sanitized/disinfected after each use.

Student Desks:

-All students’ desks will be cleaned at the end of the day by the teacher. No desks will be shared during the school day.

Student Dismissal:

-Bus riders: riders will be dismissed by grade and will go directly to the designated bus. Students must wear their masks when walking to/from their designated bus and at all times when riding the bus.

-Car riders: riders will be dismissed by grade and will go directly to their desired spots on the lower playground. Students will be lined up by grade level and also be socially distant. Students must wear their masks.

Students being picked up by a parent during the school day:

-Students will exit the doors they enter in the morning and proceed up to the school office. 6th grade will exit the back gym doors and walk to the office and 7th grade will walk from the middle school to the office. Students must wear masks during this time.

Homework Club:

-We are preparing to offer Homework Club for families that absolutely need after school care. Details are being worked out but space will be very limited.

Tiger Club:

-We will cap the enrollment at 20 students

-We will use two classrooms and always try to be at least 6 feet apart.

- All equipment will be sanitized/disinfected after use

-Tiger Club will have their own equipment

-Hand sanitization will be utilized OFTEN

General Cleaning:

-All high traffic areas and high touch surfaces will be cleaned at least twice a day (door knobs, railings, etc.)

Parents Entering Building:

-Parents who enter the building will NOT be permitted past the principal’s office. A marker/barrier will be in placed so parents know to stand by the barrier and wait for assistance from the office. No parents or visitors are to enter the school office and all visitors entering the building must have masks on.

Student Check-in/checkout:

- A marker/barrier will be in place so parents know to go to the barrier and sign-in or sign-out the student. No parents or visitors are to enter the school office.

Volunteers:

-Volunteers will be used only in very specific and limited circumstances.

-There will NOT be any 30 hour family requirement for volunteering this year

Extra School Costs Involved for 2020-21 school year:

-Large amounts of hand sanitizer will need to be purchased for EACH classroom

-disinfectant spray for desks, railings, door knobs, etc.

-Masks: for faculty and staff, few volunteers and students who do NOT have masks

-Curtain and track to form our separation space station

-Water bottle fountain attachments (three total)

-no touch faucets (six total)

-Podiums for instruction to allow EVERY lesson to be live-streamed

-plastic desk dividers (for K-8)

-possible plasma air system to be placed into classrooms to better circulate air

-more wireless access points for internet use throughout the building

-possible increase bandwidth for technology

-purchase at least 9 more Infrared thermometers

Questions/Answers:

*Question*: If children are sitting at their desks and there is 6 foot distance between children in class and also a divider on their desks, do the students still need to wear their masks?

*Answer*: Yes. The only time a student does not need to wear the mask or face shield is when they are outside and at least 6 feet away from everybody or when they are eating lunch.

*Question*: What procedures will take place regarding a student who shows a symptom(s) of Covid-19 (fever, cough, etc.)?

*Answer*: The student will be taken directly to the separation space located outside the school office and sequestered from everyone else in a discreet manner. The student will be sent home and can return when any of the following criteria are met:

1. The parent produces a negative Covid test and the child is symptom free for at least 72 hours.
2. The parent produces a pediatrician note detailing that the student was seen and can return to school and the child is symptom free for at least 72 hours.
3. The student has been quarantined for at least 10 days and the child is symptom free for at least 72 hours.

*Question*: If a student is sent home with one of the signs of Covid, do we need to send home any siblings as well, even if they do not exhibit symptoms?

*Answer*: Yes, if the sibling has symptoms but no if the sibling is asymptomatic.

*Question*: When can a child come back to school if s/he tests positive for Covid-19?

*Answer*: When a student produces a negative test or is absent from school for at least 10 days AND at least 24 hours with no fever without fever-reducing medication AND symptoms have improved.

*Question:* If a student tests positive for Covid, do the siblings need to be sent home and quarantined?

*Answer:* Yes, the siblings need to be sent home. The sibling can return when any of the following occur:

1). The sibling visits the pediatrician’s office and has a note stating that they can return to school

2). The sibling produces a negative Covid test.

3). The sibling has been quarantined for 14 days.

*Question*: If a non-student family member tests positive for Covid-19, do the children need to be sent home as well and if so, when can they come back to school?

*Answer*: Yes, the student needs to be sent home. The student can return when one of the following criteria are met:

 1). The child(ren) visits the pediatrician’s office and has a note from the pediatrician detailing

that the child can come back to school.

2). The family produces a negative test result for the child(ren).

3).The child(ren) quarantine for 14 days.

*Question*: If there is a positive test in a class, does the entire school need to be shut down?

*Answer*: No, as long as the classes have been sequestered from other classes.

*Question*: What happens if a child tests positive for Covid-19, does the entire class need to be sent home for at least 14 days?

*Answer*: If there have been six feet distances between students in the class, then the entire class does not need to be sent home. We will contact the Health department for any positive tests and also receive guidance regarding the procedures for this instance.

*Question*: Will the Parents be required to sign an Acknowledgement of Risk form where parents voluntarily and willingly accept those risks and acknowledge that returning to in-person classes and other in-person St. Timothy School functions is the choice of each family?

*Answer*: Yes, the form will be in the parent/student handbook.

*Question*: Will parents be notified if there is a positive case in a classroom?

*Answer*: Parents of children in the school will be notified of the case and the class where it occurred. The local health department will also guide us in other procedures we may have to do.

*Question*: Is there a possibility that this plan may change in the days/months ahead?

*Answer*: Yes, the plan may change depending on any changes in the community and/or further guidance we receive from Governor DeWine and/or the health departments.

*Question*: Is there a chance that as a school, we will have to go to back to distance learning again?

*Answer*: Yes, if Governor DeWine and/or the local health department mandates that this is necessary.